



## **JUVENILE JUSTICE DIVISION**

# **Title II Formula & Title II Challenge Grants Program**

## **Application for Federal Funds**

**Original applications should be submitted no later than 4:30 p.m. on February 1st**

**Indiana Criminal Justice Institute  
Juvenile Division Director  
One North Capitol Avenue, Suite 1000  
Indianapolis, IN 46204-2038  
(317) 233-3340**

**\*No faxed copies will be accepted**

## Indiana Criminal Justice Institute

### TITLE II FORMULA & TITLE IIe CHALLENGE GRANTS APPLICATION

(See instructions on the next page.)

*For ICJI Use Only*

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Federal Award: \$ \_\_\_\_ Purpose Area: \_\_\_\_  
Grant Number: \_\_\_\_

A Type of Project: ☐ Continuation Project → Previous Grant Numbers for this Project: \_\_\_\_  
☐ New Project

B Project Title: \_\_\_\_

C Beginning Date of Project: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ending Date of Project: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### LEGAL APPLICANT

D Name of Agency/Organization: \_\_\_\_  
Address: \_\_\_\_  
City: \_\_\_\_ State: \_\_\_\_ Zipcode: \_\_\_\_ County: \_\_\_\_  
Email: \_\_\_\_ Tel: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Fax: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

E Financial Officer: \_\_\_\_  
Address: \_\_\_\_  
City: \_\_\_\_ State: \_\_\_\_ Zipcode: \_\_\_\_ County: \_\_\_\_  
Email: \_\_\_\_ Tel: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Fax: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

F Federal Employer ID Number: 035-\_\_\_\_

G Type of Agency/Organization: ☐ State ☐ County ☐ City ☐ Town ☐ Other

H Location of Agency/Organization: U.S. Congressional District: \_\_\_\_ State Judicial District: \_\_\_\_

#### IMPLEMENTING AGENCY

I Name of Agency/Organization: \_\_\_\_  
Address: \_\_\_\_  
City: \_\_\_\_ State: \_\_\_\_ Zipcode: \_\_\_\_ County: \_\_\_\_  
Email: \_\_\_\_ Tel: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Fax: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

J Project Director: \_\_\_\_  
Address: \_\_\_\_  
City: \_\_\_\_ State: \_\_\_\_ Zipcode: \_\_\_\_ County: \_\_\_\_  
Email: \_\_\_\_ Tel: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Fax: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

K Other Contact: \_\_\_\_ Tel: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email: \_\_\_\_

#### FUNDING REQUEST

L Amount of Funding Requested \$ \_\_\_\_

#### PROJECT INFORMATION

M-1 How many volunteers will be used for this project? \_\_\_\_

M-2 How many juveniles are expected to receive direct services from this project? \_\_\_\_

## Instructions for A–M

Please read all instructions before completing the application and contact the Institute if you have questions. Failing to follow instructions or submitting an incomplete application will delay the processing of your grant application.

You do not have to complete an application item if it is blocked out by black shading.

Please do not use forms or verbatim material from a previous year's grant application for your new application, and do not include copies of the instructions with your completed application.

- A** Check "Continuation Project" if the proposed project is currently being funded by the Institute under the grant program to which you are now applying. Applicants applying for a continuation grant should list all previous grant numbers for the project. Check "New Project" if the proposed project is currently not being funded by the Institute under the grant program to which you are applying.
- B** Enter the title of the project for which funds are being requested.
- C** Enter the beginning and ending dates for the proposed project.
- D** The Legal Applicant must be a public entity (village, town, city, township, county, other general purpose political subdivision of the state, state agency, public university, etc.). For example, a county prosecutor's office could be the legal applicant on behalf of a private, not-for-profit agency.
- E** Enter the name and contact information for the Financial Officer of the office that is legally responsible for the Legal Applicant's financial records (e.g., the County Auditor, City Controller, City Clerk-Treasurer, Town Treasurer).
- F** Enter the Legal Applicant's Federal Employer Identification Number.
- G** Indicate whether the Legal Applicant is a state, county, city, or town agency/organization.
- H** Enter the U.S. Congressional District and State Judicial District in which the Legal Applicant is located.
- I** The Implementing Agency is the unit, department, division, organization, or agency responsible for maintaining general oversight of the project's implementation and grant administration, including the submission of all reports required by the Institute.
- J** The Project Director is the individual charged by the Implementing Agency with direct responsibility for the day-to-day management of the project and grant administration.
- K** Enter the name and contact information for the person who will serve as the principal contact for grant administration if other than the Project Director.
- L** Enter the amount of funding requested.
- M-1** Enter the approximate number of volunteers that will be used for the project.
- M-2** Enter the approximate number of juveniles who are expected to receive direct services from this project. A direct service is a service that is provided directly to a child (e.g., providing substance abuse counseling to juvenile probationers).

## Instructions and Definitions for N, O, P, and Q

A **Project Abstract** provides a short summary of the proposed project to be funded. A good project abstract is not a discussion of the problem, but should instead provide reviewers with an overview of the proposal in one or two paragraphs.

A **Problem Identification Statement** succinctly states the problem in your community you intend to address through the proposed project. Community is defined as a neighborhood, city, county, group of counties, or the state as a whole. Data and information illustrating the problem should be included as part of your Problem Identification Statement.

A **Project Description** briefly describes the project that is being proposed. A good project description will (a) describe an approach or remedy to the problem identified above, (b) list the people who will benefit from the project (be as specific as possible [both direct and indirect beneficiaries]) and (c) indicate how long it will take to see results from the project. If the proposed project is a continuation project (See A on Page 2), please also provide a brief summary of the achievements of the project up to this point.

A **Project Goal** is a concise statement indicating what the project is expected to achieve (i.e., its desired outcome). Some examples include:

- Reduce truancy for children in at-risk families in Hoosier County
- Increase parental involvement in the education of Hoosier County children
- Expand the scope of educational services provided to incarcerated juvenile delinquents

**Project Objectives** specify *measurable* outcomes related to the goal, including the expected level or amount of change and the date by which the change is expected to occur. For example, objectives for the goal “Reduce truancy for children in at-risk families in Hoosier County” might include:

Objective 1: By the end of the grant period, reduce the number of truancy referrals from children in at-risk families by at least 25%.

Objective 2: By the end of the grant period, complete parent participation agreements on 100% of truancy referrals filed with the juvenile court.

**Project Activities** are the specific activities or steps that will be taken to achieve each objective. For example, activities for the two objectives listed above might include:

Objective 1: By the end of the grant period, reduce the number of truancy referrals from children in at-risk families by at least 25%.

Activity 1: Identify all students who have been disciplined for truancy in the last six months and come from at-risk families.

Activity 2: Develop and maintain a database to track program data about attendance and progress for identified students.

Activity 3: Involve local businesses by having them provide positive incentives for school attendance.

Objective 2: By the end of the grant period, complete parent participation agreements on 100% of truancy referrals filed with the juvenile court.

Activity 1: Identify all students that are referred to juvenile court for truancy.

Activity 2: Print copies of parent participation agreements and make them available to the juvenile court.

Activity 3: Make follow-up calls to parents who have not returned parent participation agreements by the required date.

**N     Project Abstract.** In the space provided, please provide a short summary of the proposed project to be funded. A good project abstract is not a discussion of the problem, but should instead provide reviewers with an overview of the proposal in one or two paragraphs.

**O     Problem Identification Statement.** In the space provided, please provide your Problem Identification Statement by succinctly stating the problem in your community you intend to address through the proposed project. Community is defined as a neighborhood, city, county, group of counties, or the state as a whole. Data and information illustrating the problem should be included as part of your statement.

**P Project Description.** In the space provided, please briefly describe the project that is being proposed and how it addresses the problem you identified in your Problem Identification Statement. A good project description will (a) describe an approach or remedy to the problem, (b) list the people who will benefit from the project (be as specific as possible [both direct and indirect beneficiaries]) and (c) indicate how long will it take to see results from this project. If the proposed project is a continuation project (See A on Page 2), please also provide a brief summary of the achievements of the project up to this point.

- Q** In column (a), list the overall **Goal** of the proposed project. In column (b), list up to three specific **Project Objectives** related to that goal. And in column (c), list the **Project Activities** or steps you plan to take to achieve the objectives you have listed. Please refer to the instructions on page 4 of this application for definitions and examples of Project Goals, Project Objectives and Project Activities.

(a) Project Goal	(b) Project Objectives	(c) Project Activities
<b>List the overall goal of your project.</b>	<b>List up to three specific objectives that support the project goal.</b>	<b>List as many activities as needed that support project activities.</b>
	1. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
1. _____ _____ _____ _____	2. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
	3. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____

**R** Funds from this grant program can be used to address specific purpose areas. These purpose areas are listed below in no particular order. Please review the information and place a checkmark in the box(es) next to the purpose area(s) that most appropriately matches the project for which you are requesting funding. Please choose the purpose area(s) that best fits your proposed project.

☐ **Alternatives to Secure Confinement:** Programs, research, or other initiatives designed to eliminate or prevent the placement of nonoffenders and accused or adjudicated status offenders in secure facilities, pursuant to Section 223(a)(12)(A) of the JJDP Act and eliminate or prevent the placement of delinquent juveniles in adult jails and lockups, as defined in Section 223(a)(14) of the JJDP Act. (03)

☐ **Minority Overrepresentation:** Programs, research, or other initiatives designed primarily to address issues related to disproportionate handling of minority youth in the justice system, pursuant to Section 223 (a)(23) of the JJDP Act. (04)

☐ **Primary Delinquency Prevention:** Programs, research, or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be “at-risk” of becoming delinquent. This category includes what is commonly referred to as “primary prevention” (e.g., parent education, law-related education, mentoring, conflict resolution, truancy reduction, leadership training, positive youth development). (05)

☐ **Systems Improvement:** Programs, research, and other initiatives designed to examine issues or improve systems, policies, or procedures on a system wide basis (e.g., examining problems affecting decisions from arrest to disposition, detention to corrections, etc.). Technical assistance, training, informational systems and other similar programs for systems improvement are included. (06)

☐ **Gender Specific Programming:** Programs, research, and other initiatives designed to address issues surrounding adolescent female offending and provide appropriate programming for at-risk or delinquent female youth. This would include initiatives and/or research designed to promote statewide information-sharing regarding the availability of successful models/programs for at-risk or delinquent female youth. (07)

☐ **Comprehensive/Coordinated Mental Health Services:** Programs, research, and other initiatives designed to promote and support the development and availability of comprehensive and coordinated mental health services for at-risk and delinquent youth. (08)

☐ **Juvenile Justice Services:** Programs, research, and other initiatives designed to provide basic health-mental health, and appropriate education services, including special education, for youth in the juvenile justice system. (Challenge Activity A)

☐ **Alternative Education:** Programs, research, and other initiatives designed to develop and adopt policies and programs to serve as alternatives to suspension and expulsion from school. (Challenge Activity H)



**S** Do you have other sources of funding to help support this project:

- ☐ Yes → What proportion of the project will be paid for by other sources (e.g., 25%, 75%): % \_\_\_\_\_
- ☐ No

If yes was checked above, briefly describe the other sources of funding that you have for your project.

**T** Please provide a plan for how your project will be supported once CJI funding is discontinued.

**U** As required by the 1992 amendments to the JJDP Act of 1974, discuss how the project will help the State address any overrepresentation of minority youth in the juvenile justice system. Include a discussion of efforts to specifically address the needs of minority youth and families in the community.

**V** As required by the 1992 amendments to the JJDP Act of 1974, describe how the proposed project, if applicable, would address the need for gender specific programming, particularly for female youth, to promote the prevention and treatment of juvenile delinquency.

- W** Place a checkmark next to all of the types of agencies/organizations that you will collaborate or coordinate with on the proposed project and then provide the name of each agency/organization on the line provided:

**Criminal Justice Government Agencies**

- |  |  |
|--|--|
| <input type="checkbox"/> Law Enforcement _____ | <input type="checkbox"/> Court _____       |
| <input type="checkbox"/> Prosecution _____     | <input type="checkbox"/> Corrections _____ |
| <input type="checkbox"/> Probation _____       | <input type="checkbox"/> Other _____       |

**Non-Criminal Justice Government Agencies**

- |  |  |
|--|--|
| <input type="checkbox"/> Social Services _____ | <input type="checkbox"/> Schools _____ |
| <input type="checkbox"/> Mental Health _____   | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Public Housing _____  |  |

**Private Non-Profit Agencies**

- |  |   |
|--|---|
| <input type="checkbox"/> Hospital _____      | <input type="checkbox"/> Shelter _____        |
| <input type="checkbox"/> Mental Health _____ | <input type="checkbox"/> Religious Org. _____ |
| <input type="checkbox"/> Youth Agency _____  | <input type="checkbox"/> Other _____          |

**Other**

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

- X** Who will evaluate the effectiveness of the project (check all that apply):

- ☐ Subgrantee agency personnel
- ☐ Independent evaluators (e.g., university research staff, a private research firm)

- Y** How will the effectiveness of the project be evaluated (check all that apply):

- ☐ Collection and analysis of statistical systems data (e.g., arrest reports)
- ☐ Obtaining feedback on immediate impact before participants, attendees, users, or recipients leave the site of the service, training, etc.
- ☐ Obtaining feedback on longer-term impact on delinquency.
- ☐ Obtaining feedback on longer-term impact on professionals, agencies, coordination among agencies, etc.
- ☐ Other (specify): \_\_\_\_\_

# Indiana Criminal Justice Institute

## TITLE II FORMULA & TITLE IIe CHALLENGE BUDGET WORKSHEET

(See attached instructions for the Budget Worksheet.)

**LEGAL APPLICANT:** \_\_\_\_\_

*For ICJI Use Only*  
Grant Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### A. PROJECT PERSONNEL

#### NEW HIRES & EXISTING EMPLOYEES

Name	Position/Title	% of Time	Gross Salary/Wage	Fringe Benefits	Total Cost
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
<b>New Hires &amp; Existing Employees Subtotal</b>			\$	\$	\$

#### VOLUNTEERS

Name	Position/Title	% of Time	Total Hours Volunteered

### B. CONTRACTUAL SERVICES

Name of Contractor	Type of Contractor	Nature of Job or Service	Fee Basis	Total Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b>Contractual Services Subtotal</b>				\$

# TITLE II FORMULA & TITLE IIe CHALLENGE BUDGET WORKSHEET

(See attached instructions for the Budget Worksheet.)

## C. TRAVEL EXPENSES

Destination	Purpose	Transportation	Per Diem	Lodging	Total Cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Travel Subtotal		\$	\$	\$	\$

## D. EQUIPMENT

Item	Lease/Rent/ Purchase	Quantity	Unit Price	Total Cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Equipment Subtotal			\$	\$

## E. OPERATING EXPENSES

Expense	Square Footage	Cost Per Square Foot	Quantity	Unit Price	Total Cost
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Operating Expense Subtotal				\$	\$

# TITLE II FORMULA & TITLE IIe CHALLENGE BUDGET WORKSHEET

(See attached instructions for the Budget Worksheet.)

## F. BUDGET SUMMARY

	Amount of Funding Requested
a. PERSONNEL ( <i>NEW HIRES &amp; EXISTING EMPLOYEES SUBTOTAL</i> )	\$
b. CONTRACTUAL SERVICES	\$
c. TRAVEL	\$
d. EQUIPMENT	\$
e. OPERATING EXPENSES	\$
f. GRAND TOTAL	\$

# Indiana Criminal Justice Institute

## INSTRUCTIONS FOR TITLE II FORMULA & TITLE IIe CHALLENGE BUDGET WORKSHEET

Please read these instructions before completing the Budget Worksheet. Contact the Institute if you have questions. Failing to follow instructions or submitting an incomplete Budget Worksheet will delay the processing of your grant application. If more space is needed, please attach additional pages.

### A PROJECT PERSONNEL

**New Hires & Existing Employees:** Newly hired and existing employees paid with grant funds should be listed here.

- Column 1:* List the name of each person paid with grant funds.  
*Column 2:* List each person's position/title.  
*Column 3:* List the percent of time each person will devote to this grant.  
*Column 4:* List each person's gross salary/wage.  
*Column 5:* List the total of fringe benefits to be paid to each person (such as FICA, insurance, unemployment compensation.)  
*Column 6:* Enter the sum of gross salary/wage and fringe benefits under total cost.

*Then provide the gross salary/wage, fringe benefits and total cost subtotals for all employees. Please note that for each individual, fringe benefits may not exceed 31.34% of the dollar amount listed in the total cost column (column 6).*

**Volunteers:** Individuals who will be volunteering for this project should be listed here.

- Column 1:* List the name of each volunteer.  
*Column 2:* List each person's position/title.  
*Column 3:* List the percent of time each person will devote to this grant.  
*Column 4:* List the total hours that each person will volunteer.

*Job descriptions and resumes of personnel, if available, should be attached for each individual.*

### B CONTRACTUAL SERVICES

- Column 1:* List each consultant, association, group or firm that will be contracted with to provide services to the project.  
*Column 2:* List the type of consultant from column 1 (individual, association or organization).  
*Column 3:* Provide a brief description of the job or service each contractor will provide.  
*Column 4:* List whether the consultant will be paid hourly, daily, weekly, monthly or with a flat fee.  
*Column 5:* Enter the total cost for each contractor, including travel expenses.

*Then provide the total cost subtotal for all contractual services. Please note that compensation for contractual services cannot exceed \$450.00 per eight-hour day (excluding travel and per diem), including fringe benefits. The maximum rate for compensation for consultants working for educational institutions is the consultant's academic salary (project for 12 months) divided by 260.*

### C TRAVEL EXPENSES

Each line in this section of the budget should be used to record travel expenses for one individual, not expenses for several people traveling to the same destination. Additional lines should be used to separately record travel expenses for other people going on the same trip. Travel expenses for consultants should be listed under Contractual Services.

- Column 1:* List the travel destination.  
*Column 2:* Indicate the purpose for traveling to each destination (e.g., IYI Kids Count in Indiana Conference).  
*Column 3:* Indicate the total cost associated with transportation to each destination. Transportation costs include car mileage (\$.28/mile), bus fare, airfare, parking expenses, etc.  
*Column 4:* Indicate the total per diem for daily subsistence (meals, etc.) associated with each trip. The maximum per diem rates permitted are \$26.00/day for in-state travel and \$32.00/day for travel out of state.  
*Column 5:* Enter the total cost of lodging when overnight travel is involved. The maximum lodging rate permitted is \$79.00/night plus tax for in-state lodging.  
*Column 6:* Enter the sum of total transportation, total per diem and total lodging costs.

*Then provide the transportation, per diem, lodging and total cost subtotals for all travel expenses.*

## INSTRUCTIONS FOR TITLE II FORMULA & TITLE IIe CHALLENGE BUDGET WORKSHEET

### D EQUIPMENT

- Column 1:* List all equipment to be purchased with grant funds.  
*Column 2:* Indicate whether each item will be leased, rented or purchased.  
*Column 3:* Indicate the quantity of each equipment item that will be acquired.  
*Column 4:* Indicate the per unit cost of each equipment item.  
*Column 5:* Multiply item quantity by the unit cost of each item and enter this amount under total cost.

*Then provide the quantity, unit price and total cost subtotals for all equipment. Please note that items that can be purchased for less than \$5,000.00 should be included in Operating Expenses rather than this category.*

### E OPERATING EXPENSES

- Column 1:* List all expenses to be paid with grant funds. Expenses can include rent (provide square footage and cost per square foot for rental), telephone service, utilities, reproduction of documents, printing, and other charges.  
*Column 2:* List square footage (only for rental space).  
*Column 3:* List cost per square foot (only for rental space).  
*Column 4:* Indicate the quantity of each item that will be acquired (e.g., 2 word processing software packages, 12 months of telephone service, etc.).  
*Column 5:* Indicate the per unit cost of each item.  
*Column 6:* Multiply item quantity by the unit cost of each item and enter this amount under total cost.

*Then provide the quantity, unit price and total cost subtotals for all operating expenses. Items that can be purchased for less than \$5,000.00 should be included here (e.g., Software or other electronic office supplies may be included as operating expenses if the cost per item is less than \$5,000.00.)*

### F BUDGET SUMMARY

- Column 1:* Total Project Costs -- Enter each of the subtotal amounts you calculated for budget items A through E (Project Personnel, Contractual Services, etc.). Add these amounts together and enter the sum in the last row, Grand Total. This amount represents the amount of grant funding requested.

**Carry this amount forward to item L on page 2 of your grant application.**

## Indiana Criminal Justice Institute

### TITLE II FORMULA & TITLE IIe CHALLENGE GRANTS PROGRAM CERTIFIED ASSURANCES AND SPECIAL PROVISIONS

(Please include a copy of the certified assurances and special provisions with the application and retain a copy for your records.)

#### *A. Financial and Administrative Management*

1. The applicant assures that it will comply with applicable financial and administrative OMB Circulars A-87-102 (Common Rule), A-110, and A-133, and will comply with the provisions of the Office of the Comptroller, Office of Justice Programs, OC Financial Guide, current edition.
2. The applicant assures that it will maintain generally accepted accounting procedures to provide for accurate and timely recording and receipt of fund by source, by expenditure by item made from such funds, and of unexpended balances. Adequate controls will be established to ensure that expenditures charged to grant activities are for allowable purposes and documentation is readily available to verify that such charges are accurate.
3. In compliance with Single Audit Act of 1984, P.L. 98-502, the applicant agrees to provide the Indiana Criminal Justice Institute with copies of their annual audit reports performed by the Indiana State Board of Accounts.

#### *B. Match and Non-Supplanting of State/Local Funds*

1. The applicant assures that federal funds made available through this grant will not be used to supplant state or local funds, but will be used to supplement and increase the amounts of such funds that would, in the absence of federal funds, be made available.
2. The applicant certifies that matching funds required to pay the non-federal portion of the cost of this subgrant are in addition to funds that would have otherwise been made available for the purposes of this project.

#### *C. Discrimination Prohibited*

1. The applicant assures that it will comply with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act ADA (1990); Title IX of Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice regulations on disability discrimination, 28 CFR Part 25 and Part 39; and Executive Order 11246, as amended by Executive Order 11375, and their implementing regulations, 41 CFR Part 60.1 et seq., as applicable to construction costs.
2. The applicant assures that in the event a federal or state court or administrative agency makes, or had made, a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against it, the applicant will forward a copy of the finding to the Indiana Criminal Justice Institute within 45 days of the finding, or, if the finding occurred prior the grant award, within 45 days of the award date.

#### *D. Federal Laws & Regulations Applicable to Federal Assistance Programs*

1. Recipient will comply with Federal laws and regulations applicable to federal assistance programs and with provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22 Confidentiality of Identifiable Research and Statistical Information; Part 23 Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures.

#### *E. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower Tier Covered Transactions (Subgrantees receiving \$100,000 or more)*

1. As required by Executive Order 12549, 28 CFR Part 67, Section 67.510, the applicant certifies that it and its principles:
  - (a.) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;



## TITLE II FORMULA & TITLE IIe CHALLENGE GRANTS PROGRAM CERTIFIED ASSURANCES AND SPECIAL PROVISIONS

- (b.) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offenses in connection with obtaining, attempting to obtain, or performing a public (Federal or State) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph (1)(b) of this certification; and
  - (d.) Have not within the a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

F. *Certification Regarding Lobbying (Subgrantees receiving \$100,000 or more)* As required by Section 1352, Title 31, 28 CFR, Part 69, the prospective subgrantee certifies, by submission of this proposal, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employer of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with making any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, or renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions;
3. The undersigned shall require that language of this certification be included in documents for all contracts or cooperative agreements under this grant and that all contractees shall certify and disclose accordingly.

G. *Drug-Free Workplace (Subgrantees other than individuals)*

1. As required by the Drug-Free Workplace Act of 1988 and defined at 28 CFR, Part 67, Sections 67.615 abd 67.620, the applicant certifies that it will or will continue to provide a drug-free workplace by:
  - (a.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b.) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantees policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - (d.) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
    1. Abide by the terms of the statement; and
    2. Notify the employer in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.
  3. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
    - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the Rehabilitation Act of 1973, as amended, or
    - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
    - c. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), and (d)(1)(2)(3).

## Indiana Criminal Justice Institute

### TITLE II FORMULA & TITLE IIe CHALLENGE GRANTS PROGRAM CERTIFICATIONS & ACCEPTANCE (All signatures must be original signatures)

The APPLICANT, through the following signatories, certifies that the statements in this grant are true and complete to the best of the APPLICANT'S knowledge and accepts, as to any grant awarded, the obligation to comply with any Indiana Criminal Justice Institute special conditions specified in the Grant Award. "The signatories certify that we have read the instructions for this application and are fully cognizant of our duties and responsibilities with regards to the implementation of the project proposed in the application."

- **Official for Legal Applicant** – A representative of the Legal Applicant identified in **Item D on page 2** of the grant application.
- **Director of Implementing Agency** – Director or similar representative of the Implementing Agency Identified in **Item I on page 2** of the grant application.
- **Project Director** – The Project Director identified in **Item J on page 2** of the grant application.
- **Financial Officer** – The Financial Officer (County Auditor, City Controller, City Clerk-Treasurer, Town Treasurer or other individual) identified in **Item E on page 2** of the grant application.

**A. Signature**

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Official for Legal Applicant

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Date

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Title

**B. Signature**

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Director of Implementing Agency

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Date

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Title

**C. Signature**

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Project Director

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Date

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Title

**D. Signature**

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Financial Officer

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Date

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Title